

Resolution No: 22-08

Amendment of Certain Personnel Policies:

- 20 Employee Orientation**
- 40 Policy Development and Administration**
- 506 I.D. Badges**
- 512 County Business and Travel Expense**
- 708 Exit Interviews**

WHEREAS, pursuant to Polk County Personnel Policy No.40, the Polk County Personnel Committee has reviewed the personnel policies that are cited herein and has made a recommendation to the Polk County Board of Supervisors to amend those policies in conformance with this resolution.

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors accordingly amends the following policies:

- 20 Employee Orientation**
- 40 Policy Development and Administration**
- 506 I.D. Badges**
- 512 County Business and Travel Expense**
- 708 Exit Interviews**

as attached hereto and incorporated herein.

Funding Amount: N/A Funding Source: N/A

Finance Committee Advised: Not Applicable

Finance Committee Recommendation: Not Applicable

Approved as to form:

Jeffrey B. Fuge
Jeffrey Fuge, Corporation Counsel

Date Submitted to County Board: March 11, 2008

County Board Action: Adopted Effective Date: Upon passage

Submitted at the request of the Personnel Committee

Russell Beard 2/28/08

Patricia M. Schmidt

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K.T. G

Paul A. Newell

Polk County Wisconsin

EMPLOYEE ORIENTATION

Policy 020

Effective Date: 04-20-82

Revision Date: 03-11-08

Deleted: 00-00-00

On an employees first day of work he/she will be briefed by the Department Head concerning work hours, work rules, salary and benefits, job safety, probation evaluations, organizational structure, etc. A standard form will be used (see appendix) to verify that the employee has received an orientation; a signed copy will become a permanent part of the personnel file.

All employees will attend an Employee Orientation, with a representative from each of the following departments presenting information: Department of Employee Relations, Parks and Buildings, I.T., and Payroll. An acknowledgement of the information shared with each employee will be signed and placed into their personnel file.

Deleted: January 23, 2008

Department Specific Orientation

**please conduct within the first day of employment

- Pay Procedures
 - Time Cards
 - Payroll distribution
- Review Dress Expectations/reminder on badge use
- Department Tour
 - Break/Lunch areas, and Bulletin Boards
 - Personal item storage
 - Restrooms
 - Smoking area
- Safety
 - Fire Exit, fire extinguisher
 - Tornado Shelter
 - First Aid Kit(s)
 - Equipment Usage (including lockout/tagout procedures)
- Introduction to Dept. Staff and Structure (who's in charge)
 - Department Phone Numbers
- Scheduling
 - Requesting time off
 - Procedure for calling in sick
 - Breaks/Lunches
- Probation
 - Evaluation/expectations
 - Salary

I have received a department orientation including the items listed above.

Please print name: _____

Signature: _____

Date: _____

Polk County Wisconsin

POLICY DEVELOPMENT AND ADMINISTRATION

Policy 040

Effective Date: 04-20-82

Revision Date: 03-11-08,

Deleted: 00-00-08

Deleted: 0

Policy Development

The Personnel Committee develops, in consultation with appropriate staff, and recommends to the Board of Supervisors, personnel policies that will effect efficient use of available human resources.

The Finance Committee develops, in consultation with appropriate staff, and recommends to the Board of Supervisors, finance policies that will effect efficient use of available financial resources.

Department-specific policies shall be developed and approved by the department's governing committee prior to implementation. Any department-specific policy developed that clearly relates to Personnel, Financial, or Legal operations shall also require the review and approval of the appropriate governing committee prior to implementation.

Implementation

The Personnel Committee shall be responsible for the implementation of personnel and safety policies adopted by the Board of Supervisors and shall interpret them in the event of conflict or confusion.

Deleted: The Personnel Management Advisory Committee will meet at least annually. All resolutions pertaining to personnel policies will be reviewed by the Personnel Advisory Management Committee before presentation to the County Board.

The Finance Committee shall be responsible for the implementation of finance policies adopted by the Board of Supervisors and shall interpret them in the event of conflict or confusion.

The Departmental Governing Committee shall be responsible for the implementation of departmental-specific policies and shall interpret them in the event of conflict or confusion.

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Coverage

All County departments and offices will utilize the policies and procedures in the manual unless they conflict with federal or state law, or an applicable union contract.

Administration

Deleted: February 14, 2008

Deleted: January 10, 2008

Polk County Wisconsin

COUNTY BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT

Policy 512

Effective Date: 01-17-95

Revision Date: 01-15-02, 6-20-2006, 3-11-2008

Policy Statement

Polk County will reimburse employees for reasonable business travel expenses incurred while on assignments away from their normal work location. Such travel and associated expenses shall be subject to the approval requirements and monetary limits outlined in this policy. This policy shall be applicable to all employees, department heads, elected officials, and County Board members of Polk County except as provided for in specific resolutions or contract provisions which have been approved by the County Board. In addition, this policy shall apply to all departments, committees, boards, and governing authorities of Polk County, including but not limited to members of and individuals subject to County Board committees, the Golden Age Manor Board of Directors, the Polk County Library Federation, the Polk County Agency on Aging, the Polk County Board of Health, and the Polk County Human Services Board.

The limits and procedures outlined in this policy shall apply in all cases except where the County Board has approved contracts with bargaining units or individuals that provide for specific limits and/or procedures that are different.

For purposes of this policy, the term "employee" shall be defined as any employee not identified more specifically in this policy, department head, elected official, County Board member, or a public member of any Board or governing authority created by or subject to the direction of the Polk County Board of Supervisors.

Approval Process

As a general rule, business associated travel and related expenses for any person subject to this policy must be approved in advance by an appropriate supervisory authority. The supervisory authority for various categories of employees or other persons is defined as follows:

<u>Category</u>	<u>Supervisory Authority</u>
Employees	Department Head and/or Immediate Supervisor
Department Heads/Elected Officials	Governing Committee/Board
Committee/Board Members	County Board Chair
County Board Chair	Executive Committee <u>Finance Committee Chair</u>

Only travel that is approved in advance by the person's supervisory authority shall be eligible for

reimbursement. Supervisory authorities may grant approval for travel in any manner it deems appropriate, including blanket approval for travel expenses that may be incurred on a regular basis.

An exception to this general rule is that Department Heads and Committee/Board Members do not need to seek prior approval for travel within state or within 75 miles of the state border if the travel is administrative in nature for the purpose of carrying out or delivering a county operation or service. Attendance by department heads at professional meetings that are not routine or administrative in nature, conventions, training sessions and similar functions should be discussed with governing committees in advance, and are subject to the availability of funding.

Persons attending meetings and training sessions shall be responsible upon their return to provide a report of their activities, in a form to be determined by the supervisory authority.

Supervisory authorities shall not have the power to approve travel that cannot be paid for out of the department's existing budget. Any requests for travel that require additional county funding for the department must also be approved by the Finance Committee and/or the full County Board as necessary.

In addition to the above requirements, out of state travel more than 75 miles beyond the state border must be approved in advance by the ~~Administrative Coordinator~~ appropriate governing committee.

Eligible Travel Types

Each supervising authority, subject to the exclusions listed in this section, shall determine the types of travel that qualify for expense reimbursement. Illustrative examples of these are expenses related to:

Delivery or performance of county provided service at a remote site or private residence.

County sponsored events or meetings that require the attendance of the employee training and educational seminars

Expenses that are not eligible for reimbursement are:

Meals purchased within the county unless prior approval is obtained from the supervisory authority

Meetings in which the individual is serving as the representative of an organization other than Polk County

Expenses that exceed the limits set forth in this policy.

Unless specifically approved in advance by the employee's supervisory authority, travel shall be by auto/motor vehicle.

Expense Reimbursement Limits

Meals

Meals shall be reimbursable subject to a daily limit of ~~\$35.00~~ 40.00, including tipping, not to exceed 15%. This limit shall apply unless a greater amount is approved in advance by the supervising authority. Itemized receipts of meal expenses must be provided to the Department of Administration in order to receive reimbursement.

Mileage for use of Privately Owned Vehicles

Unless otherwise provided for by contract, resolution, or statute, the mileage rate shall be as determined by the IRS, with adjustments based on the effective date of changes to that rate. The determination of miles incurred shall be the shorter of the distance from the employee's normal place of work to destination, or the distance from the person's residence to destination if they are leaving from their place of residence, unless otherwise provided for by contract or statute. In order to be eligible for mileage expense reimbursement, persons must provide written documentation verifying they possess a valid drivers license and the minimum auto insurance coverage mandated by law.

The reimbursement for travel mileage shall only apply in those instances where a county vehicle was unavailable for travel, or, in the determination of the supervising authority, usage of a county vehicle was impractical.

Lodging

Paid at the rate established for rooms at the conference or convention attended, or up to \$85.00 per overnight stay outside the county where a rate is not designated. This limit shall apply unless a greater amount is approved in advance by the supervisory authority. When it is not possible to secure lodging within a reasonable distance of the person's destination that is within the limit proscribed in this section, or when this limit it is not economically advantageous to the county, the person shall ask the supervisory authority to make and/or approve lodging reservations which exceed the dollar limit set forth in this section.

Persons of the same gender traveling to the same destination shall use double room accommodations where possible to reduce lodging expense to the county. If when traveling as a group a person is unable to use double room accommodations because of an odd number of persons in a group, the supervisory authority may approve lodging

reimbursement which exceeds this limit. An employee may request separate accommodations if they do not believe it to be practical or acceptable to share accommodations with another person. Supervisory authorities shall not unreasonably withhold approval of such requests.

Other Appropriate Expenses

Other appropriate travel related expenses will be reimbursed as needed. Illustrative examples are:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Parking fees
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Charges for telephone calls, fax, and similar services required for business purposes.

Miscellaneous Provisions

Persons who are involved in an accident while traveling on business must promptly report the incident to their ~~immediate supervisor~~ supervising authority and follow the provisions of other county safety and accident policies that may apply.

Vehicles owned, leased, or rented by Polk County may not be used for personal use, except for emergency and on call use. Polk County shall credit each person for personal use for income tax purposes and a mileage log clarifying work versus personal use must be kept. Such logs must be filed on a regular basis with the County Department of Administration.

With prior approval, persons on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, persons are also permitted to combine personal travel with business travel, as long as time away from work is approved in advance. Additional expenses arising from such non-business travel are the responsibility of the person.

When travel is completed, persons must submit completed travel expense reports within 60 days. All reports filed shall be in a format determined by the Department of Administration and/or the Finance Committee, and must be accompanied by receipts for all individual expenses.

Abuse or violation of any section of this policy, including falsifying expense reports to reflect costs not incurred by the person, can be grounds for disciplinary action, up to and including termination of employment, censure, or removal from office as deemed appropriate by the supervisory authority.

Polk County Wisconsin

EXIT INTERVIEWS

Policy 708

Effective Date: 04-20-82

Revision Date: 03-11-2008

Deleted: 00-00-00

Whenever an employee is terminated, resigns, or retires, a representative from the Department of Employee Relations will meet with the employee to determine that employees feelings about his/her employment with Polk County. With the exception of an employee from the Department of Employee Relations or a Department Head, in which case the Administrative Coordinator AND the Chair of the appropriate operating committee, or a designee of the said Chair, would conduct their exit interviews. An exit interview form (see appendix) will be used and whenever possible a signed copy shall be acquired for the employees personnel file.

Deleted: the Department Head

Deleted:

Deleted: January 4, 2008

- 5) What did you like the least about working for the county?

- 6) How do you view your relationships with other employees in the county? (good, bad, etc.)

- 7) How do you view the relations between various departments in the county? If there are problems, what could be done to improve them?

- 8) If you could have the full attention of the entire county board for 10-20 minutes, what would you tell them about the job they are doing? What are they doing right, and what should they be doing differently?

Are there any other comments you would like to offer with regard to your employment with Polk County?

Employee's Signature: _____

Interview Conducted by: _____

Deleted: January 30, 1996

